



# ***Wisconsin's Refueling Readiness Plan***

## **Request for Proposals**

**Issue Date:** **April 1, 2015**

**Application Due Date:** **May 15, 2015**

**Wisconsin State Energy Office  
101 East Wilson St. 6<sup>th</sup> Floor  
Madison, WI 53703**



**In conjunction with:**

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## Definitions

SEO	Wisconsin State Energy Office
WEM	Wisconsin Emergency Management, a Division of the WI Department of Military Affairs
Designated Disaster Fueling Facility	A privately or municipally owned fueling facility capable of dispensing diesel fuel or gasoline 24 hours/day, seven days a week and designated by agreement to remain open during declared emergencies
RFP	Request for Proposals

## Background

Wisconsin is vulnerable to certain types of natural disasters, such as large ice storms or severe flooding that could cause extended power outages for entire counties or groups of counties. The Wisconsin Emergency Management (WEM) and the State Energy Office (SEO) believe the state should put into place reliable fueling stations where emergency vehicles can obtain diesel fuel or gasoline. Emergency vehicles must have fueling locations they can rely on to be open and provide fuel in the event of a disaster.

Emergency vehicles include but are not limited to: ambulances/first responders; highway maintenance vehicles; police, fire, and sheriff's department vehicles; emergency government and utility vehicles; National Guard and federal emergency vehicles; State Patrol and state emergency vehicles.

As indicated in the "*Hurricane Sandy Rebuilding Strategy*" report of August 2013, the authors concluded that protecting the liquid fuel supply should be an important priority for the affected states. Loss of power at convenience stores, truck stops and petroleum terminals caused a great deal of hardship and difficulty for residents of the stricken area.

The goal of this Request For Proposals (RFP) is to identify at least one private business and one municipal fleet fueling facility in each county (as appropriate) willing to wire their facilities so that a generator can be brought to the facility and set up to run and to restore power to the convenience store or county fleet fueling area as quickly as possible.

The SEO, in collaboration with the WEM, will accept responses to this RFP with a goal of selecting at least one facility in each county described above for a grant that will cover **up to 90% of the cost of the installation, capped at \$3,000.00** in costs for the wiring (for a transfer switch, tap box, associated wiring, and permit costs necessary to operate a generator at the premises).

This RFP seeks applicants interested in having the aforementioned wiring and equipment installation done on their premises and, in addition, agree to remain open (making gasoline and diesel fuel available for purchase) for the duration of the emergency. Successful grant recipients will also agree to having their facility address and contact information on a list (Attachment B) that will be shared with WEM, the SEO, and the National Guard/ Army Corps of Engineers as necessary during an emergency situation.

**Option One: Generator Wiring Cost Sharing** (for facilities that do not currently have wiring for an electric generator) and **agreement to serve as designated disaster fueling facility**

Eligible facilities will agree to install transfer switch, tap box, wiring and any associated appurtenances necessary to operate an electrical generator to furnish emergency power to the facility so it can remain open and sell diesel fuel and gasoline during a gubernatorially declared disaster/emergency, and be designated as a disaster fueling facility. The owner of the facility would, after completion of the installation, receive reimbursement for 90% of the cost of the installation, up to \$3,000. In addition, the

owner would agree to make reasonable efforts<sup>1</sup> to obtain a generator in a gubernatorially-declared disaster/emergency and keep the facility open, with a priority on fueling emergency vehicles, for a period of ten years after the payment of the reimbursement amount for the project. Additionally, facilities accepting funds will be asked to formalize and document emergency procedures and will be provided with a binder containing emergency contact lists and basic business continuity disaster recovery information. (An example of the agreement facility owners would be required to sign is included as **Attachment A**, an example of the list shared with first responders that facilities would be on is included as **Attachment B**)

### **Option Two: Agreement to serve as designated disaster fueling facility**

Some convenience stores and fueling locations in Wisconsin have already been wired to accept an emergency generator. For facilities that have already been wired to accept an emergency generator, the WEM and SEO will accept applications for a \$1,000 grant award, dependent on facility location, in return for the facility owner entering an agreement with the state of Wisconsin to make reasonable efforts to remain open and sell diesel fuel and gasoline, with a priority on fueling emergency vehicles, during a gubernatorially-declared disaster/emergency, and be designated as a disaster fueling facility. Additionally, facilities accepting funds will be asked to formalize and document emergency procedures and will be provided with a binder containing emergency contact lists and basic business continuity disaster recovery information. (An example of the agreement facility owners would be required to sign is attached as **Attachment A**, an example of the list shared with first responders that facilities would be on is included as **Attachment B**) Selection criteria for these facilities will be the same as for Area of Interest One (above).

### **Selection Criteria For Both Options**

WEM and the SEO will use the following factors in evaluating applications:

- The facility is open or accessible 24 hrs/day, 7 days per week, or would have the ability to remain open in the event of an emergency.
- The facility has ample storage for diesel fuel and gasoline.
- The facility has adequate space for large emergency vehicles to access fuel and to get into and out of the facility.
- If applicable, the facility can offer for sale other products that may be useful in an emergency (e.g., bottled water, batteries, motor oil, etc.)
- The facility has no outstanding state tax warrants or tax delinquencies
- The facility is located in the proximity of emergency vehicle garages and/or near major highways.
- The facility's general location (proximity to population centers) and ease of accessibility will be also be evaluated
- If private, the facility has existing contracts with local governments to provide fuel for emergency vehicles

### **Eligible Applicants**

Applicants must be one of the following:

- A municipal or county governmental body
- A privately-owned truck stop, convenience store or other type of fueling facility

### **Award Information**

1. **Type of Award** – Awards under this RFP will be grants governed by Wisconsin Department of Administration rules, and federal rules applicable to the State Energy Program.
2. **Maximum Award Size** – SEO will award a **maximum** grant of \$3,000 (up to 90% of project costs) under Area of Interest One and \$1,000 under Area of Interest Two.
3. **Expected Number of Awards** – Up to 72 grantees will be selected.

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<sup>1</sup> “Reasonable efforts” can be defined, in this case, as the facility owner contacting local emergency responders as outlined in the business continuity plan provided by this grant.

4. **Period of Performance** – Awards will be for a period of approximately 5 months. All work on the projects or survey/plan must be finished by November 30, 2015 and all funds must be spent by that time. This rule will be strictly enforced because of US Department of Energy rules applying to this program.

#### **Eligible/Ineligible Expenses**

Lobbying expenses are ineligible. All expenses will be reviewed and approved by the SEO. ***Expenses incurred before the grant contract is signed will not be eligible for reimbursement.*** Permit costs, wiring, labor and installation of a transfer switch, tap box and any necessary appurtenances thereto are eligible expenses. Land and building construction are ineligible expenses.

#### **Cost-Sharing**

There is a 10% cost-sharing requirement under this program.

#### **Application Guidelines**

Please submit 4 copies of the following information and documentation (or one copy if using email):

- Generator Wiring Program Sheet Cover Page
- Facility Information Page
- Site plan showing access routes, tap box location, and proposed generator location
- Attachment A – Agreement

#### **Application Due Date**

Applications must be received by May 15, 2015 at 05:00 PM CDT. Applicants are encouraged to submit their application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

Please direct any questions and submit applications by mail or email to:

Megan Levy, Director  
Local Energy Programs  
Wisconsin State Energy Office  
101 East Wilson St. 6<sup>th</sup> Floor  
Madison, WI 53703  
[megan.levy@wisconsin.gov](mailto:megan.levy@wisconsin.gov)

#### **Application Review Information**

1. **Initial Review Criteria** - Prior to a comprehensive merit evaluation, SEO will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of this Request for Proposals.

#### **Review and Selection Process**

Grant applications are due by May 15, 2015 at 05:00 PM CDT.

1. **Selection** - The SEO will consider the merit review recommendations of the review panel to make the final award decision.
2. **Anticipated Notice of Selection and Award Dates** – SEO anticipates notifying applicants selected for award on or before June 15, 2015. Up to one private and one public facility per county will be selected.

#### **Contract Terms and Funding**

A contract between the grantee and the SEO will cover the scope of work, timetable and budget. Contracts cover a 13 month period after the date SEO signs the contract. Grant payment will be distributed on a *reimbursement basis*, in accordance with State of Wisconsin purchasing rules.

Applicants must agree to abide by applicable state and federal rules and regulations.

Availability is subject to the appropriations process of the US Congress.

No costs for projects may be incurred after November 30, 2015 and all invoices must be submitted by that date in order to be paid. We have no flexibility on this rule because it is federally required.

**Contact Information**

Please direct any questions and submit applications **by mail or email** to:

Megan Levy, Director

Local Energy Programs

Wisconsin State Energy Office

101 East Wilson St. 6<sup>th</sup> Floor

Madison, WI 53703

[megan.levy@wisconsin.gov](mailto:megan.levy@wisconsin.gov)

## Generator Wiring Program Sheet

*Cover Page*

		<b>Application Submission Date:</b>
<b>Organization Name:</b>		
<b>Primary Contact Name (First, Last):</b>		
<b>Primary Contact Title:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>Zip:</b>	<b>County:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Employer ID Number (W-9) :</b>		<b>Amount Requested: \$</b>
<b>Signature:</b>		<b>Date:</b>

**Submit completed application by May 15, 2015 at 05:00 PM CDT to:**

Megan Levy, Director  
Local Energy Programs  
Wisconsin State Energy Office  
101 East Wilson St. 6<sup>th</sup> Floor  
Madison, WI 53703  
[megan.levy@wisconsin.gov](mailto:megan.levy@wisconsin.gov)

For Internal Use Only		
<b>Date Received:</b>	<b>Reviewed by:</b>	<b>Score: <input type="checkbox"/> A <input type="checkbox"/> R</b>
<input type="checkbox"/> <b>Letter Sent Date:</b>	<b>Contract Start Date:</b>	<b>Contract End Date:</b>



*Facility Information*

**Facility Address:** \_\_\_\_\_

**Owner Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Current Operating Hours:** \_\_\_\_\_

**Number of gasoline dispensers** \_\_\_\_\_ **and gasoline pump islands:** \_\_\_\_\_

**Number of diesel dispensers** \_\_\_\_\_ **and diesel pump islands** \_\_\_\_\_

**Size of Diesel Storage Tanks (underground)** \_\_\_\_\_

**Size of Gasoline Storage Tanks** \_\_\_\_\_

**Estimated Required Emergency Generator Size** \_\_\_\_\_

**Special notes**

**(optional)** \_\_\_\_\_

\_\_\_\_\_

**Electrical Connection Type/ Requirements:** \_\_\_\_\_

**Please attach a site plan showing access routes as well as proposed tap box and generator location.**

**Please indicate commitment to train employees on emergency plan and display emergency plan binder (provided by this grant) with phone tree and local emergency personnel contact information, in store.** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

## **ATTACHMENT A – Sample Agreement**

**This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the State Of Wisconsin Energy Office and \_\_\_\_\_ (facility owner).**

**The term of this agreement is ten years from the date of the signing of the agreement by both parties.**

**In consideration of an award from the state of Wisconsin of a grant for (\$3,000 or \$1,000 or \$500), the facility owner agrees to make its best efforts to remain open during a gubernatorially-declared disaster/emergency in order to sell diesel fuel and gasoline, with a priority on fueling emergency vehicles.**

**The owner will install a transfer switch, tap box and necessary wiring and appurtenances in order to be able to accept an emergency electrical generator on site. The wiring and installation of the transfer switch and tap box should be installed in such a way as to minimize the time to bring an emergency generator online at the site. If there is a cost to the facility owner for the emergency generator, that cost will be borne by the facility owner, if the owner is not reimbursed by a federal or state agency.**

**The purpose of this agreement is to create a refueling point in each Wisconsin county to accelerate the restoration of power, clearance of debris from roadways and all other emergency functions that would need to be carried out in a major disaster.**

**ATTACHMENT B – Sample Disaster Fueling Facility List Excerpt**

County	Village/City	Primary	Secondary
Bayfield			
	Washburn	Joe's Citgo Address/phone	Al's Frozen Gas 'n Go Address/phone
	Bayfield	Bayfield Co Highway Dept Address/phone	
Brown			
	De Pere	De Pere Fuel Address/phone	

# Wisconsin's Refueling Readiness Plan

## Frequently Asked Questions

1. If I accept reimbursement for 90% of my costs, up to \$3,000, for the wiring project, do I have to sign a contract with the state obligating me to stay open in an emergency?
  - A. Yes. A petroleum marketer or county fleet operation would have to sign an agreement with the state of Wisconsin. You would be required to make reasonable efforts to obtain a generator that would enable you to run your dispensers/pumps on a 24/7 basis.
2. How do I know if a power outage qualifies as an emergency?
  - A. Only gubernatorially or Presidentially-declared emergencies require this agreement to kick-in.
3. In an emergency, could I sell fuel to the general public or only emergency vehicles?
  - A. That is up to you, the owner of the facility. But emergency vehicles should get priority.
4. What is an emergency vehicle?
  - A. Police, Sheriff, ambulance/first responders, fire department, county highway vehicles, State Patrol, National Guard, utility trucks, county/city snowplows, other official vehicles.
5. Can I sell other products than just fuel?
  - A. If your convenience store, truck stop or gas station sells other products, that would probably be helpful in an emergency. County and city fleet garages do not have other products to sell, but privately-owned stations do. This could be a good service to the public in an emergency.

6. Let's say I participate in this program, where do I get a generator from in an emergency.
- A. Wisconsin Emergency Management will have generator rental company contacts and they would either arrange for the generators, or make sure that your local emergency government director has the name and phone number of a generator rental service you could call to get your generator set up.
7. Who pays for the rental of the generator?
- A. The owner of the facility.
8. Do I have to stay open 24/7?
- A. Yes, until the emergency is lifted. The emergency would have to be a gubernatorially or Presidentially-declared emergency.
9. Would there be a list of all the designated fueling stations in the state?
- A. Yes. Wisconsin Emergency Management would maintain this list and it would be used to contact you and other designated facility owners. Facilities will be encouraged to use the Emergency Power Facility Assessment Tool (EPFAT) provided by the U.S. Army Corps of Engineers to help expedite proper sourcing and installation of generators. More information about EPFAT can be found at: <http://epfat.swf.usace.army.mil/>
10. Why is the state doing this?
- A. Very few fueling stations in Wisconsin have generators or are wired to be able to accept a generator and use it quickly. If a county or group of counties suffered a catastrophic power loss (possible in a severe ice storm) the inability to get fuel for emergency vehicles will seriously hamper recovery and rescue operations. It is essential that we have at least one location in each county that we can count on to be able to dispense fuel for the duration of the emergency.
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11. How do I get reimbursed for my costs, and for how much, if I agree to get the wiring and equipment installed?

A. First you would sign a contract with the State Energy Office outlining the terms, then you would provide copies of your invoices to the WI State Energy Office and you would be reimbursed by them within 30 days.

Your reimbursement would be 90%, up to \$3,000, of costs for the project. See the example table below.

Total Project Cost	90% of Total Costs	Reimbursable Costs	Out of Pocket Costs
\$1,000	\$900	\$900	\$100
\$1,500	\$1,350	\$1,350	\$150
\$2,000	\$1,800	\$1,800	\$200
\$2,500	\$2,250	\$2,250	\$250
\$3,000	\$2,700	\$2,700	\$300
\$3,500	\$3,150	\$3,000	\$500
\$4,000	\$3,600	\$3,000	\$1,000
\$4,500	\$4,050	\$3,000	\$1,500
\$5,000	\$4,500	\$3,000	\$2,000
\$5,500	\$4,950	\$3,000	\$2,500
\$6,000	\$5,400	\$3,000	\$3,000
\$6,500	\$5,850	\$3,000	\$3,500
\$7,000	\$6,300	\$3,000	\$4,000
\$7,500	\$6,750	\$3,000	\$4,500

12. Who would do the wiring?

A. You would select the electrician or electrical contractor to do the work. If you have a qualified electrician who has done good work for your facility in the past, you can have him/her do it. We encourage licensed electricians, but this is not a requirement. But they should be experienced, competent and be capable of working safely.

13. Do I have to do this?

A. No. This is purely voluntary.

14. How will the state select which stores or county fleet garages get the cost sharing grants to do this?

A. Emergency management professionals at the Department of Military Affairs will have selection criteria they use based on location, proximity to major highways, and many other factors to make an objective selection.

15. If my station is already wired to be able to accept a generator, can I participate in this program?

A. Yes. If your station is already wired you should submit a proposal (see the RFP) to us and if your facility is in a location that could serve as a primary designated location, the state will enter into the same 10 year contract with your business and will provide a \$1,000 payment to you for agreeing to formalize emergency procedures, obtain a generator, and stay open 24/7 during an emergency.